

**Policy: ST-03-01**

**Policy Title: Mailbox Replacement Policy**

**Policy Purpose: Reimbursement to customers for mailbox/post damage**

**Implementation Date: 11/18/2008**

**Revision Date: 10/30/2008**

## **CITY OF WESTFIELD PUBLIC WORKS DEPARTMENT**

### **MAILBOX REPLACEMENT POLICY**

**It shall be the policy of Public Works that if any mailbox or post is damaged as the result of snow removal operations, the responsibility for making repairs shall be borne by the property owner. The Department of Public Works will not be responsible for mailbox damage from snow being discharged from snow removal equipment.**

When a mailbox or post is damaged by **direct contact** from our snow removal equipment, the following will occur.

1. Inspection of mailbox and post to determine cause of damage.
2. Inspector will determine who is at fault (improper installation of mailbox, or plow operator error).
3. Following investigation, the mailbox or post will be repaired or replaced if the plow operator is at fault.

Decorative mailboxes and posts that receive direct contact from snow removal equipment will be replaced with a **standard mailbox and post**.

**The majority of mailboxes and posts damage is the result of improper installation, maintenance, or existing condition of the mailbox. A properly installed and maintained mailbox will withstand the snow removal operations that occur during the winter months.**

It is very uncommon that a mailbox is directly contacted with snow removal equipment.

#### **Approved Guidelines for Mailbox Installation**

The City of Westfield requests that you conform to the following postal guidelines when installing a mailbox. Following these guidelines will reduce the chances of your mailbox being damaged by a city snowplow.

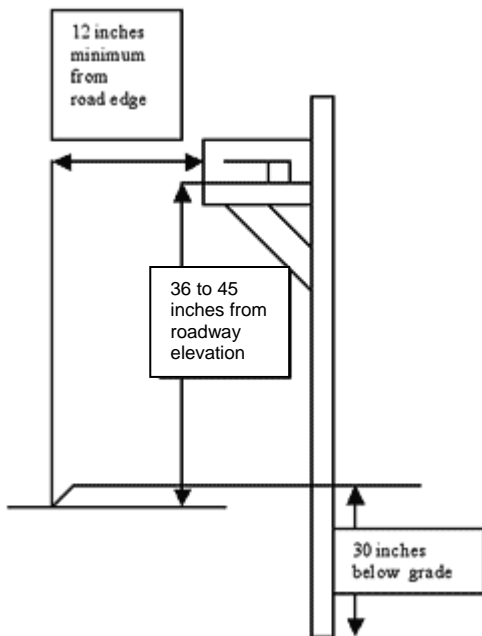
1. The bottom of the box or crossbar should be 36 - 45 inches above the top back edge of the curb.
2. No point of the mailbox or sub-frame should be closer than 12 – 18 inches behind the edge of the pavement.
3. Support structures for mailboxes shall be constructed of break-away material, either four inch by four inch (4" x 4") lumber or two inch (2") in diameter, thin wall steel pipe with a wall thickness less than 0.155". The support structure shall be buried no more than

twenty four inches (24") into the ground. Any other mailbox support structure is not acceptable.

Unacceptable support structures include, but are not limited to, brick, block, stone or concrete masonry columns, wagon wheels, steel pipes in excess of the previously defined two inch (2") diameter 0.155" thickness and lumber posts in excess of four inches by four inches (4" x 4"). Use of railroad tires, brick or masonry is prohibited.

In either case the Public Works Department will assist elderly or impaired property owners with repairing damage to their mailbox or post.

### Mailbox and Post Installation



1. Front of mailbox must be 12 inches minimum 18 inches maximum from the edge of pavement.
2. Bottom of mailbox must be 36 to 45 inches above roadway elevation.
3. Post should be constructed of pressure treated wood, 4 inch by 4 inch minimum post size.
4. #8 minimum size screws that are weather resistant should be used during assembly of mailbox and post. (Do not use nails)

Proper installation and maintenance of your mailbox and post will help to prevent damage during snow removal operations.

The city is not responsible for mailboxes damaged during snow plowing if they do not meet city guidelines. For more information call 804-3150.

*Kurt J. Wanninger*

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